

Approved October 3, 2017

AHS Building Committee, Communications Subcommittee

Met 9/11/17 at 5:30pm.

Present: Kathleen Bodie, Amy Speare, Kirsii Allison-Ampe, Tobey Jackson

**Minutes:**

Minutes of 8/29/17 approved, moved by KAA, 2<sup>nd</sup> TJ, 4-0.

**Website:**

How approve content? Process will be to send new updates to Karen T., cc KB and/or Julie Dunn if KB not available. Same process used for Facebook and Bulletins.

Julie Dunn and Maria will be good contacts for social media updates.

Discussion of blog/explanatory section: will need name, can be where we go into depth about important topics that are not updates, somewhat like white paper section of Winchester site. Will discuss further in future.

Content: Need to create content calendar as well as list of possible content.

Motion: AS, TJ will work together to create a draft content list for potential future content, moved by AS, 2<sup>nd</sup> by KB, passed 4-0.

Bulletin: will also need review by APS staff. Group discussed what content will be, who will write it, timing. Some think of it as newsletter, recap of recent info. Others think it should be done on routine basis, answering what info going on this month? Not yet decided: does bulletin announce things? Or recap things?

Website launch:

Will be presented at SC meeting 9/14/17 by AS and KAA. Website will go live that day. Still remaining: add facebook account, fix some details.

Copywrite:

Website currently states '© Arlington High School Building Project 2017'.

Discussion whether or not content needs to be copywrited. KAA will check with Doug Heim.

**Next meeting:**

Scheduled for 9/27/17 at 8:30am

Meeting adjourned at 6:30pm.